

January 5, 2005

MUNI # 12131  
ROBIN J. EITSERT, CL/TR  
VILLAGE OF GAYS MILLS  
PO BOX 325  
GAYS MILLS WI 54631

Dear Municipal Official:

We have reviewed your ordinance for the municipal adoption of the Uniform Dwelling Code (UDC) and found it acceptable. You may begin enforcing the UDC per its administration and enforcement requirements of ch. Comm 20, for at least all new one- and two-family dwellings as well as new additions and alterations to dwellings originally built since June 1, 1980. Note that all inspections must be performed by properly certified inspectors.

In section 17-1-8 of your ordinance regarding PROCEDURE FOR OBTAINING PERMIT, you require the applicant to file the building permit application with the zoning administrator. This is acceptable provided the certified building inspector reviews and approves the building permit application and the dwelling plans before the building permit is actually issued.

We recommend that you provide a copy of your ordinance and this letter to your authorized inspector(s).

Enclosed is an order form for purchasing forms and UDC seals, one of which must be assigned to each new dwelling. (Please note your municipality number above when completing the order form.) The yellow copy of the building permit application, on which the seal number is indicated, must be forwarded to us within 30 days of issuance.

By copy of this letter, we are informing our state-contracted inspection agency that had been planning to enforce the UDC in your municipality.

By copy of this letter, we are also informing your county so that they may forward this information to their land use, zoning and sanitary permit staff, who may refer potential UDC building permit applicants to the proper party.

Feel free to contact me if you have any questions.

Sincerely,

Duane Hubeler  
UDC Consultant  
Tel. (608)266-1390

cc:

JANET GEISLER  
CRAWFORD COUNTY  
220 N BEAUMONT RD  
PRAIRIE DU CHIEN WI 53821

SMRCINA INSPECTIONS LLC  
196 SOUTH ST PO Box 94  
MOUNT STERLING WI 54645